

25 January 1954

MEMORANDUM FOR: CHIEF, CLASSIFICATION & WAGE DIVISION

25X1A9A

Attn: Mr.

SUBJECT : Request for Reclassification of Position BY 31,
Administrative Staff, TSS

1. You have recently conducted a classification survey of the
, TSS, and have job information on position BY 31,
Clerk (Steno). It will be very much appreciated if you can take imme-
diate action to change the classification of that position, from Clerk
(Steno), GS-4 to Secretary (Steno), GS-5.

Acting Personnel Officer, TSS

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HOJ:ap

Distribution:

Orig and 2 - Addressee
2 - TSS/Pers.

874
1/26/54
BKC